

My Program  
My Story

## 2015 Ambassador Training Handbook



## Introduction

**Welcome to the King County Employee Giving Program's 2015 Annual Giving Drive!** Thanks for serving as an Ambassador. You are serving an important role in the Annual Giving Drive and are vital to its success. It is only with your help that we are able to reach 13,000 King County employees so that millions of dollars can be raised to help people and communities in need.

The 2014 Annual Giving Drive raised \$1.75 million to support nonprofit organizations and causes that employees are passionate about. Even through tough economic times we have continued a trend of strong support. King County employees clearly care about giving back and this is yet another demonstration of their generosity. **Thank you** for making it all possible!

This handbook will provide you with a foundation of knowledge and tips to help you be successful as an Ambassador. You will also find additional materials on the website, support and ideas from your fellow worksite Ambassadors, and as always resources from the program. As you go through the Annual Giving Drive, remember that you are making a difference here at home as well as across the world. Thank you!!!

## About the Employee Giving Program

### History

The Employee Giving Program (EGP) is the workplace giving program for employees of King County government. It was established in 1988 to create an easy and cost-effective way for employees to support their favorite nonprofit organizations, reduce the disruption to the workplace that multiple campaigns caused, and introduce an avenue for different nonprofits to participate. Essentially, EGP exists to make it easy for you to do good.

In 1988, there were fewer than 10 nonprofit organizations. Today there are more than 900 with more added every year. Over this time, more than \$24 million dollars have been donated by King County employees, making this the third largest public sector workplace giving program in the state.

### Mission

"Using innovative Best Practices, we will implement a Comprehensive Giving Program that Builds Pride among county employees and Enriches Our Communities."

### Online

Check out the EGP website for tools and resources and updated information throughout the Annual Giving Drive.

[www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

**2015 GOAL \$1.82 million!**

There are nearly **100 NEW nonprofit** organizations this year! Find out more about them on the website.

## Authority

The King County Employee Giving Program and Annual Giving Drive are established in King County Code KC 3.36, making them an official part of county business. Therefore, you may use county resources in your conduct of the Annual Giving Drive. The program allows us to raise money for nonprofits in a cost-effective and efficient way. By consolidating fundraising efforts into one program, workplace giving programs like the EGP have been shown to minimize costs to the tax-payer that multiple fundraisers in the workplace cause, at the same time achieving better fundraising outcomes and maximizing returns for the nonprofits. Win-win!

## Structure of the EGP

The Employee Giving Program is for all King County employees from all branches of government. The EGP is overseen and guided by a committee made of up to 15 employees from all over the county. It is administered by a King County employee that reports to the committee.

## What the EGP does

The program is hard at work all year long. We administer the Annual Giving Drive and special Natural Disaster relief efforts, payroll deduction and time donation set-up, year-round donation processing, nonprofit screening and application process, check disbursement and reporting to the nonprofits, plus so much more!

## Cost of the program

The Employee Giving Program is committed to keeping the costs low and finding new efficiencies every year. Program costs are critical, because they provide the support needed to coordinate a large workplace giving program like our EGP, ensure accurate reporting and check distribution, nonprofit eligibility, and year round support. Workplace giving is one of the most cost-effective forms of fundraising.

Per King County code, the EGP is paid for by the nonprofits that receive donations through the program. (KCC 3.36) Costs include:

- Printing of Annual Giving Drive & program materials.
- Volunteer ambassador training and recognition.
- Marketing and communications events and materials such as the Nonprofit Expos.
- Postage, report production, and disbursement of nonprofit checks.
- Technology support.
- Staff salaries and support.
- Rent and overhead.

*Legitimized workplace fun!*

*For Employees,  
By Employees*

*Year Round Program*

*2014 Two Time National  
award winner in  
employee engagement  
and workplace giving*

*Cost-effective ways to  
fundraise for nonprofits!*

Nonprofits must fundraise in order to pursue their missions and they have several fundraising tools in their toolbox to do this. All of these tools must be utilized to maximize the nonprofits fundraising potential. Additionally, nonprofits can use the money raised through our program to leverage other grants and fundraising dollars. Workplace giving in general and the Employee Giving Program specifically offer nonprofits one of their most powerful, low-risk fundraising options!

According to the Association of Fundraising Professionals here are some examples of national cost averages of typical fundraising methods:

- Direct Mail Acquisitions: \$1.00 to \$1.25 per dollar raised
- Direct Mail Renewal: \$.20 per dollar raised
- Special Events: \$.50 per dollar raised
- Grant Writing: \$.20 per dollar raised
- Capital Campaign (doing a large one time capitol project such a building) \$.05-\$.10 per dollar raised

In 2014, through the EGP it cost .11 cents to raise and administer \$1.00. Amazing! This is within the range of other workplace giving programs in the area. Additionally, EGP helps nonprofits maximize their exposure to a specific audience. Costs of the EGP are relatively stable, therefore the more money we raise the lower the overall cost per dollar.

## Benefits of the Program

Because the EGP is an easy, cost-effective, and efficient way to raise money it allows the nonprofits to spend more time and money on the work that matters most: feeding the hungry, housing the homeless, protecting the environment, providing cultural experiences, and many others. YOUR PARTICIPATION WILL MAKE A DIFFERENCE!

### For employees

**Easy:** Fill out the online form, turn it in, done! EGP will take care of the rest. Where else can you support all of your favorite causes with one simple form? Additionally, spreading your donation out through the year may enable you to give more. Finally, come tax time all you'll need is a copy of your pledge form and your last pay stub of the year.

**Choice:** Over 900 nonprofit organizations. Three ways to give (including a King County favorite—donating time). What are you passionate about?

*More money for your nonprofit!*

*Easy, Cost-Effective, Efficient, and Your Choice*

**Privacy:** Truly remain anonymous in your giving and still have all of the documentation you need for your taxes. See Section 3 of the paper pledge form or choose “remain anonymous” in PeopleSoft MyGiving.

**Investment:** In yourself and your community. How many ways have you or those you care about benefited?

**Tax Deduction:** EGP donations are tax deductible to the fullest extent of the law.

**Impact:** In 2014, individual contributions made up a whopping 72% of all U.S. giving, according to Giving USA. You, the individual, make the difference! In 2014 King County Employees raised 1.75 million dollars!

**Efficient:** Save time by planning ahead and not having to mail donations. Choose from prescreened nonprofits in several formats listed in one place.

**Savings:** The EGP saves employees over \$30,000 in stamps alone each year, money employees would have spent had they mailed their own checks. (Not to mention the envelope.)

**Emotionally:** Feel happier! A compelling and growing body of research shows that giving as little as \$5 can increase happiness. Altruistic actions literally activate the pleasure centers in the brain has been identified as a key component of happiness and generous people tend to be healthier.

**Workplace:** Employee unity, service to the community, less disruption by centralizing charitable giving, and employee engagement. Fun!

## **For nonprofits**

**Dependable Income:** Nonprofits highly value workplace giving dollars because they are year-long, predictable and unrestricted. And when someone gives through payroll deduction, research has shown that they give 3 to 6 times more!

**Lower costs:** The EGP is a more cost-efficient way to reach possible donors and process donations than other means of fundraising.

**Visibility:** Inclusion in print materials and on the EGP website, targeted at the more than 13,000 employees. During the Annual Giving Drive, nonprofits may have the opportunity to come speak and introduce the work to employees. During the Nonprofit Expo they will have touched hundreds of employees personally.

*What's your favorite benefit?*

**Efficient:** One check contains donations from multiple donors, EGP electronic reporting, and a single point of contact.

**More bang for the buck:** Each dollar received can be leveraged for other dollars; for example, undesignated funds like EGP donations can be used for matching and challenge grants from other individuals and foundations. Being a recipient of EGP dollars looks good to other grant making agencies. And, each designated dollar increases a nonprofit's share of the EGP undesignated pot.

### **Want to know more reasons?**

Let the nonprofits tell you by reading the info sheets on the website at: [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

## **Your Role as an Ambassador**

There are 13,000 + King County Employees and 900 + nonprofits. Ambassadors are critical to the success of the Annual Giving Drive. You are the key to making sure that every employee has the information they need to take advantage of this great opportunity.

Being an Ambassador is a great way to build your communication and leadership skills, a wonderful opportunity to get to know your co-workers, and, above all, a perfect time to help all of the nonprofits in the EGP do the work they do!

### **Benefits**

- Leadership Development: Learn and utilize organizational, communication, and team-leading skills.
- Get to know co-workers and management at all levels of the organization.
- Contribute to work site spirit and employee morale.
- Have fun at the work site!
- Feel good about doing something great for the community.
- Gain experience in strategic planning, goal setting, and implementation.
- These are just a few highlights of how being an Ambassador can benefit you. The skills and relationships you build will help you in all aspects of your job and last a lifetime!

## **am·bas·sa·dor**

*An authorized  
messenger or  
representative*

*Check out the website to  
learn more about  
specific opportunities  
and ways your co-  
workers can also be  
Ambassadors. Such as  
brining in a nonprofit  
speaker or assisting at  
the Nonprofit Expo.*

**EGP Ambassador** – An ambassador is someone who acts as a messenger or representative of the program. There are many different ways you can do this! Check out these roles to see what you would like to do, or you could do several all rolled into one.

- Ambassador - Lead at the Department/Division Level
- Ambassador– Worksite
- Special Event Coordinator
- Nonprofit Speaker Sponsor
- Nonprofit Expo Volunteer

**General Responsibilities:**

- 100% Opportunity Goal: Ensure that every employee is aware of the Employee Giving Program opportunity by promoting the Annual Giving Drive through presentations, material distribution, and face-to-face communication.
- Attend Training.
- Act as a single point of contact/subject matter expert for your worksite.
- Explain and share EGP details in person.
- Work with leadership to send out messaging during the Annual Giving Drive.
- Answer questions regarding MyGiving, the online pledging system in PeopleSoft.
- Have paper forms and giving guides on hand for employees who prefer paper.
- Provide inspiring leadership during the Annual Giving Drive.
- Collect any paper pledge forms from employees and send to the EGP.
- Act as a Liaison between the EGP and the worksites.
- Bring in a nonprofit or EGP speaker
- Organize special events and fundraisers
- Share Employee Connections
- Thank employees!

**Your Goal:** To ensure that every employee is aware of the Employee Giving Program and Annual Giving Drive and share the opportunity in a quality, informational, and fun way.

## Next Steps

1. **Attend/Take Training.** This is the number one way for you to get the information you need and have your questions answered.
2. **Make a plan.** Make a plan for the Annual Giving Drive and get a sense of how you would like to reach your 100% Opportunity Goal.
3. **Know your employees.** Get the list of employees you are responsible for contacting from your Lead Ambassador so you know who to talk to.
4. **Prepare yourself.** With valuable information from training, the website, about the variety of nonprofits, online and paper pledging, and the benefits of the program.
5. **Get Excited!** Nothing is more inspiring than someone who is passionate and excited. What's your personal connection?

## Best Practices

1. **Learn about the Program and the Annual Giving Drive.** Become familiar with the program so you can easily explain the benefits of the program with the co-workers.
2. **Attend/Take Training.** You'll learn all you need to know about guidelines, tools, FAQs and you get to know other Ambassadors. Plus, you will be excited and energized when you go back to your work site. Ambassadors that attend training have better outcomes at their worksites, are better prepared to answer questions, and experience fewer challenges. There is a clear connection between positive outcomes at the worksite and trained Ambassadors.
3. **Make your own pledge before talking to others.** You will discover that doing your pledge first makes it easier to ask others to follow your lead and explain the process. Your pledge demonstrates that you believe in what you are doing.
4. **Talk to employees in person.** Personal contact gives you the chance to help each co-worker identify the causes that matter most to them and to answer any questions they may have.
5. **Share from personal experience.** Everyone has a connection and experience to share, whether your community is safer because of a nonprofit, or you found your beloved family pet at a rescue, or you know someone that has been touched by cancer. You can also find other inspirational stories from the nonprofits themselves on their info sheets at the [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving) under the nonprofits link. Always use an example when talking about the program.

*"Without the KCEGP we would not be able to continue our work saving horses. With your contributions gives us a sustainable budget that insures that we will be able to do our work."*  
~Serenity Equine Horse Rescue

6. **Encourage payroll deduction.** Explain how giving throughout the year, through payroll deduction, makes it possible to give a more generous gift. Let donors know that nonprofits will receive funds throughout the year making it easier for them to budget and plan. Additionally, nonprofits don't have to spend resources reminding donors about fulfilling a pledge and donors don't have to remember.
7. **Explain how to use MyGiving.** Online giving is the easiest way to do your pledging. You can also print what you need right from there. It is also the most private way to pledge. Finally, utilizing MyGiving is more efficient and helps reduce program costs.

## Giving Options

### 3 Types of Pledges

#### Payroll Deduction

- Must renew every year (does not roll over)
- One time, Once a month, or Twice a month (regardless of pay cycle)
- Minimum \$5 donation per deduction
- You may give up to 20 organizations (in some cases more)
- Tax deduction for the year it is deducted (2016)

#### Time Donation

- Minimum of 4 hours
- Maximum of 40 hours
- Only vacation and cash-out eligible comp time are eligible.
- Unless excess (use-it or lose-it usually over 480) then an employee can donate all of the excess plus original 40 hours
- Only whole hours can be donated: 5.0, 11.0 (Increments are not acceptable e.g. 6.3 or 12.48)
- Donation is treated as income and turned into a paycheck.
  - The net cash value, after all appropriate taxes and possible retirement, is tax deductible to the fullest extent of the law
  - However, the tax rate at which the gross dollar amount is taxed may be different than what appears on a typical paycheck. This is because an average time donation is around 8 hours of time, versus a typical paycheck of 80 hours. Please pay close attention to this if you only have taken out of your check what you anticipate you will owe.
- Three nonprofit organizations (per King County Code)
- November 20, 2015 deadline – this is a FIRM deadline
- Current year Tax Deduction (2015)

*A nonprofit can participate in one of two ways: Either independently or as part of a federation. Federations represent a majority of the nonprofits in the program. If their four digit code starts with a 9 then they are independent.*

*A federation is an umbrella nonprofit organization which raises money for its member nonprofits through workplace giving and other fundraising. They often represent organizations with similar missions such as "health" or "environment". Giving to a federation is a great way to support a specific cause that you are passionate about.*

- Will be processed in a single special payroll in December, prior to the last payroll of the year.
- Employees that donate time will receive a paystub and a letter detailing their donation.

#### Check Donation

- Personal Check, Money Order, or Cashier's check.
- Anonymity can't be offered because personal information is often directly on these items, unless the donation is made to the KCEGP.
- Can only be done on a paper pledge form (not available in self-service).
- Can write as many checks as you would like.
- Make check out directly to the nonprofit organization.

#### **Designation Options**

##### Designated Donations

- Made directly out to the nonprofit organization. Utilize their 4 digit code found online or in the catalog.

##### Undesignated Donations

- Made out to the KCEGP 4 digit code 9999. These are distributed out to nonprofits in the same proportion as they receive designated donations.

#### **Ways to Give**

##### My Giving – Online

- Located in Self-Service PeopleSoft.
- Can be done from home or from work.
- Offers the most privacy.
- Easy and efficient.
- Payroll Deduction and Time Donation.
- \*New previous year's pledges automatically populate.

##### Paper Pledge Forms

- Can be downloaded from the website.
- Fillable PDF or Handwritten
- Send to the EGP for processing AS YOU RECEIVE THEM.
- Make a copy for the employee!
- If you would like to give to more nonprofits than what the form allows, attach additional sheets labeling each one: Pledge 1, Pledge 2, etc.
- Must use a paper form for Direct Checks \*Checks cannot be sent in interoffice mail. Call for pick-up. \*

*Every King County  
Employee has a  
PeopleSoft login.*

[Click here to see a  
UPK on online Giving](#)

## Leadership Giving

Leadership Giving is a great way for employees to set their giving goals for the year. There are four different levels of leadership giving:

- Bronze – 1 hour of pay per month .058% of Annual Salary\*
- Silver – 2 hours of pay per month 1.15% of Annual Salary\*
- Gold - 3 hours of pay per month 1.73% of Annual Salary\*
- Platinum - 4 hours of pay per month 2.31% of Annual Salary\*

\*based on 1.0 FTE

Regardless of how much you make per hour, every employee has the same opportunity to reach a leadership giving level!

MyGiving online will automatically calculate the leadership level and the paper form includes a formula for self-declaration.

Leadership Givers are acknowledged at the different levels. They may choose to decline or accept their gift.

## 2015 Annual Giving Drive

The Annual Giving Drive (AGD) is:

- Time set aside each year to market and communicate the EGP through emails, presentations, and nonprofit speakers. The goal is to make sure that every employee is aware of the opportunity to use the EGP.
- When employees sign-up for payroll deduction for the coming year, do time donation, and give direct checks.
- When employees conduct Special Events and Fundraisers.
- An opportunity to bring nonprofit representatives to the worksites.
- The official FUN part of the year!

### AGD “Fact Sheet”

Major Solicitation Dates: October 5-November 20, 2015

See sidebar for all important dates

Theme: Proud to Give - My Story My Program

Honorary Co-Chairs: Dave Upthegrove, King County Councilmember & Lorinda Youngcourt, Public Defender

### Nonprofit Expos:

They will be spread out over the first part of the Annual Giving Drive to allow as many employees to meet as many nonprofits as possible.

- 10/6/2015 Renton 11:00am-1:30pm
- 10/7/2015 Chinook 11:00am-1:30pm
- 10/8/2015 King Street 11:00am-1:30pm
- 10/14/2015 Snoqualmie 11:00am-1:30pm
- 10/15/2015 King County Courthouse 11:00am-1:30pm
- 10/27/2015 Cedar Hills 11:00am-1:30pm

Nonprofit Passports – Available online and in person the day of the event. Complete them to be entered to win prizes. Employees may attend several nonprofit expos to gain additional entries, only one entry per Expo Date, and will also be able to participate once online.

The department with the greatest number of passport entrants will be recognized with a department award at the Celebration event in January.

More than 130 nonprofits between the different locations

Employee Demographics: More than 13,000 King County Employees located all over King County.

### *Important Dates:*

9/17/2015  
*Ambassador Training & Rally*

10/6/2015 Expo –  
*Renton*

10/7/2015 Expo –  
*Chinook*

10/8/2015 Expo –  
*KSC*

10/14/2015 Expo –  
*Snoqualmie*

10/15/2015 Expo –  
*KCCH*

10/27/2015 Expo –  
*Cedar Hills*

11/20/2015 FIRM  
DEADLINE FOR TIME  
DONATIONS

12/11/15 Special Events  
Deadline

February 2016 Annual  
Celebration

2015 Goals: \$1.82 million, 100% Opportunity, 400 New Connections, and individual department goals.

2014 Stats: \$1.75 million

Ambassador Goals: Ensure every employee has a quality opportunity to use the Employee Giving Program.

2014 Stats: Nearly \$1.77 million, 475 New Connections, and 14.9% Overall County Participation. See the website for Department Specifics (under Giving Tab on left)

Nonprofits: More than 900 nonprofit organizations.

Workplace Fun: The EGP and the Annual Giving Drive are an approved workplace activity established in King County Code. This is your opportunity to promote and fundraise for nonprofits. Have fun while doing it!

## Engaging Your Co-Workers

100% Opportunity: Utilize your 100% Opportunity Spreadsheet to ensure that every employee has been talked to in person.

Encourage Leadership Support: Request Leadership to send out e-mails encouraging participation (provide weekly status reports on campaign progress that can be incorporated in the message). Request AGD discussion at management and staff meetings. Request leadership send Thank You messages. Request leadership take photos with employees as appropriate. Publicize an event with leadership signing their pledge form.

Nonprofit Speakers: Bring in a Nonprofit Speaker and/or and EGP speaker to your worksite. Five to ten minutes on standing staff meetings are best. Speaker Bureau List is in the toolkit.

Nonprofit Expos: Encourage folks to attend the Expos to talk to the nonprofits one-on-one. You can also collect information from the Expos to bring back to your work site.

Pledging Station: Set up a pledging station with catalogs and nonprofit materials where employees can learn more about the program, the nonprofits, and use a computer to do their online pledging.

*"My wife and I donate to the Cystic Fibrosis Foundation to bring us closer to a cure while adding more tomorrows for those like our daughter who has cystic fibrosis."*

*- Robert Nunnenkamp,  
DNRP*

*"The EGP is one of the reasons I enjoy working at King County. Collectively, our contributions help support so many organizations in our region; organizations that help strengthen individuals and families, in turn, making ours a stronger community"*

*- Rhonda Berry, Chief of Operations*

Employee Connections: If you know someone like Robert and Rhonda (see side bar above) and her connection, ask them if they would be willing to speak at a staff meeting for a few minutes. Don't forget your own personal connection!

Sport your EGP spirit: Wear past EGP shirts and scarves.

Special Events and Fundraisers: Hold a special event or fundraiser to promote the Annual Giving Drive and encourage workplace fun.

Communications and Marketing: Email, posters, and most importantly in-person contact. Some examples are:

- Highlight the EGP on inter- and intranet pages and link to [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)
- Include photos of employees and event(s) on Intranet
- Highlight ambassadors by name and photo so employees know who to look for.
- E-mail inspirational stories and campaign goal updates.
- Create an internal newsletter to announce and highlight AGD events
- Join us on Facebook and Twitter!

Say THANK YOU: Recognize anyone who helps with anything throughout the Annual Giving Drive with little notes, a personal thank you, or recognition in a communication.

## Special Events

### 1. Special Rules:

- **Food:** Please follow appropriate food handling and safety guidelines. If using food as a fundraiser, such as a bake sale, it must be offered for a "suggested donation". If you choose to "sell" food in the strictest sense, please check with Public Health to ensure that your vendor and event are operated in accordance with Public Health Guidelines. For more information and clarification on food use during special events, please contact the Employee Giving Program.
- **Featuring Nonprofits:** A Special Event may feature a nonprofit organization, but there should be an option available for employees to give to other nonprofits in the catalog. If an employee wishes to designate their donation to a charity other than the one that is featured you may: track it on the donation log form, request a check be written directly out to the nonprofit, and/or fill out a pledge a form. Additionally, fundraisers may be held for the "KCEGP" in

### Some Neat Ideas:

- Send out EGP reminders on pay day
- Start countdown activities
- Encourage competition in office(s)
- Place EGP pledge tables in high traffic areas
- Plan fun events like pizza parties, chili cook-offs, bake sales, jewelry fairs, talent shows, prize drawings tournaments, and BINGO
- Lunch & Learn Events
- Change Jar for Change!

Other Great Special Event Ideas can be found on the website in the Ambassador Toolkit and in your weekly Ambassador Email Updates

general. Money raised for the “KCEGP” will be distributed among all nonprofit organizations that receive donations.

- **Raffles:** Raffles, as defined by the Washington State Gaming Commission, may not be held. However, you may hold drawings for prizes. Please see the EGP website for more information.

**2. Solicitations.** Per ordinance, King County employees may not solicit donations from businesses. However, there are several ways to get employee give-away items. There are various items available through the EGP including past leadership items and items from participating nonprofit organizations. Additionally, the .33 allowance per employee can be used to purchase give-aways such as gift cards. Finally, you may solicit from fellow employees to donate items.

**3. Increasing participation.** To ensure the special events at King County *increase* money for nonprofits, please strongly promote workplace giving, in general, and payroll and time donations *in addition to* event purchases.

We ask you to:

- a. Have giving guides and pledge forms/online instructions available at the event. Extras can be downloaded from the website and are available from the EGP.
- b. Arrange for EGP or nonprofit speakers at the events.
- c. Encourage employees to complete pledge forms at the same time they are participating in the event.
- d. Use the King County Employee Giving Program banner and display materials at the event.

**4. Appropriate accounting.** Special Events must comply with King County cash handling guidelines. Cash, checks, and completed donation forms need to be submitted to the worksite Ambassador immediately and to the EGP within 5 business days of the event with a **Special Event Donation Form**. When doing a cash event, we encourage the organizers to convert the cash into a money order or cashier’s check made directly to the nonprofit organization or to the “KCEGP” in general.

**5. Marketing.** In all marketing of the event, the Employee Giving Program should be referenced; charitable solicitation outside of the Annual Giving Drive is not allowed. We encourage use of the EGP logo, available on the website.

Please sign and return a copy of the Special Event Guidelines found on the website.

# **King County** **Employee Giving Program**

## **Logistics and Other Tools**

Website:

- Ambassador Toolkit
- Marketing Materials and Logos
- Nonprofit Info Sheets, What a dollar buys, Inspirational Stories
- My Giving
- Ambassador Signs
- Speaker's Bureau
- Ambassador Lists
- Paper Pledge forms
- SharePoint

Marketing Materials Available:

- Posters
- Nonprofit Materials
- Some small give-aways
- Giving Guide



Other important information:

- Thank yous and Leadership Gifts in most cases will be sent directly to the employee. We may need your assistance to find someone.
- We will check-in once a week to see if we need to come out or drop things off to you.
- We will send out weekly Ambassador emails with Department Stats, Tips and Tricks, and any questions we see cropping up.

## **Employee Giving Program Contact Information**

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